



PERFORMANCE EVALUATION

presented by

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PERFORMANCE EVALUATION

USAFE Instruction 36-716

- **The major duties are outlined in the Position Description**
- **Compare the job performance with the Performance Standards**



Performance Standards

- **Standards for satisfactory performance**
- **Quality, Quantity, Timeliness**
- **Measurable terms - relate to major duties**
- **Verbally or in writing**



SUPERVISOR WILL:

- **Set the performance standards for each position**
- **Assure employees know and understand their performance standards**
- **Observe the day-to-day performance**
- **Keep employees advised about their performance**
- **Record discussions and performance evaluation on AF Form 971**



TYPES OF EVALUATION

- **ANNUAL PERFORMANCE
EVALUATION**
- **PROBATIONARY
PERFORMANCE EVALUATION**
- **EXIT EVALUATION**

EMPLOYMENT INQUIRY						
POSITION TITLE	PAY	EMPLOYED				
		FROM	TO			
IF NO LONGER IN YOUR EMPLOY, SHOW REASON FOR LEAVING:						
WOULD YOU REEMPLOY APPLICANT IN THE SAME POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO: IF "NO", GIVE REASONS HERE:						
GIVE YOUR RATING BY CHECK MARK IN THE APPROPRIATE SQUARE		INSUFFICIENT OPPORTUNITY TO GROW	VERY POOR	GOOD	ADE- QUATE	UNSATIS- FACTORY
JOB CAPABILITY (Knowledge and skills applicable to the job performed)						
JOB ACCOMPLISHMENT (Meeting of time, quantity and quality requirements)						
INITIATIVE AND DEPENDABILITY (Ability to work independently without detailed instructions or close supervision)						
COOPERATION (Team worker)						
ADJUSTABILITY (Ability to adjust to people, new methods, or changed work environment)						
EMOTIONAL STABILITY (Poise and judgment in meeting adverse or unusual situations; Ability to work under pressure)						
DEPORTMENT (Guidance in daily conduct; Maintains good working relationships)						
SUPERVISORY CAPABILITIES (Ability to supervise others or to organize work)						
PLEASE COMPLETE HERE THE EVALUATION OF THE APPLICANT, ESPECIALLY AS TO SINCERITY, TRUSTWORTHINESS, HONESTY AND CAPABILITIES OR WEAKNESSES NOT YET MENTIONED.						
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-45deg); font-size: 100px; opacity: 0.5; pointer-events: none;">Exit Evaluation</div>						
DATE	NAME OF ORGANIZATION		YOUR POSITION OR TITLE AND SIGNATURE			



SERVICE RECOGNITION

20 - 50 YEARS OF SERVICE

- Service pin
- Certificate
- Three days additional leave with pay



SERVICE RECOGNITION

Monetary Recognition

25 YEARS OF SERVICE

- plus Service Bonus of € 306.78

40 and 50 YEARS OF SERVICE

- plus Service Bonus of € 1022.58



SERVICE RECOGNITION

Award Ceremonies

- **Semi-annual event hosted by four Group Commanders**
- **Commanders personally present service certificates, emblems and tokens of appreciation**
- **Program Manager: Gudrun Mülller-Dulowski, DSN: 480-4203**



PERFORMANCE RECOGNITION



Sustained Superior Performance Award

Purpose:

To recognize Non-US employees for performance of duty clearly exceeding performance expectations for at least 12 months.



SSPA (Part I)

Eligibility:

- 12 month evaluation period must have been at the same grade level and in the same tariff.

Exceptions:

- Downgrade other than cause.
- Upgrade to target grade/as a result of position classification survey.



SSPA (Part II)

STEP 1:

- **Supervisor prepares nomination memorandum and written justification.**
- **Proposes award amount (1 - 5% of annual salary)**



SSPA (Part III)

STEP 2:

- **Second-level supervisor reviews and approves nomination under 4%.**
- **Nominations over 4% require three-letter office symbol approval.**
- **Approved nominations must be received by CPO no later than 15 July.**



SSPA (Part IV)

Step 3:

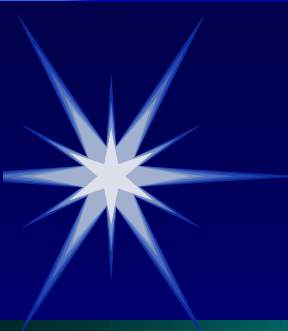
- **CPO determines eligibility.**
- **Computes the cash amount in €**
- **Directs payment through the Office of Defense Cost.**
- **Files copy of memo in OPF.**
- **Returns original package to organization.**



SSPA (Part V)

Step 4:

- **Organization prepares the Award Certificate (AF Form 2858).**
- **Presents award to employee in an appropriate ceremony.**



NOTABLE ACHIEVEMENT AWARD

AWARD: AF Form 3032

MONETARY AMOUNT: \$25-\$500

PROCEDURE: Within 30 days of act, first-level supervisor prepares AF Form 1768 to describe achievement and recommend amount of award. Second-level supervisor may approve up to \$500.



NAA (Part I)

IMMEDIATE SUPERVISOR

- Prepares nomination memorandum and narrative justification

SECOND-LEVEL SUPERVISOR

- Reviews and approves award
- Forwards award to CPO for processing
- Prepares certificate AF FORM 3032



NAA (Part II)

CPO

- **Directs payment through the Office of Defense Cost**